

# Staffing Review Guidelines

This Inspection-in-Depth is used for assessing the adequacy of the quality assurance- inspection staff, either State DOT or consultants, assigned to Federal-aid construction contracts. Information will be gathered on the numbers and experience of the inspection force and their knowledge of the field operations proposed and/or underway. Once the IID is completed, the reviewer should be able to reach a conclusion on whether or not the project is reasonably staffed to assure a quality end product.

## A. Review Preparation and Field Office Discussion with Engineer in Charge(EIC)and/or Resident Engineer

Per discussion with the EIC and/or Resident Engineer, provide a description of the project, the scope of work and major operations currently underway.

Regarding 'oversight', how often has the Regional Construction Supervisor visited the project to-date (per EIC's Diary) and / or what is the typical frequency.

List the project personnel assigned, their titles and responsibilities. Where appropriate, list consultant firm name(s). Verify that consultant personnel are NICET certified and if not, why (re: consultant inspection agreement requirement).

List the State DOT EIC project assignments / responsibilities, besides this project, along with their scope of work. Discuss the cumulative 'demands' of these projects (e.g. Is there difficulty overseeing major operations occurring simultaneously on these projects. Are the Federal-aid projects given priority?). Of total time, what percentage is spent by the EIC on this project?

Describe the steps taken to acquaint / train inspection personnel with regard to the project in general and the quality assurance operations they will cover (e.g. office training sessions, checklists, close supervision and handouts).

Has one inspection staff member been specifically assigned to daily traffic control (M&P of T)? Does this person have sufficient experience and / or training?

## B. Field Review and Inspector Interviews

Is there an inspector present at every operation needing inspection (i.e. those involving pay items)? Explain and evaluate each operation. Ask the inspector(s) which specification requirements he / she will verify as the work progresses. What equipment and materials will be reported on the Inspector's Daily Report and / or is expected on any force account records ?

Evaluate the inspector's qualifications by comparing both the years of experience on similar operations and job title to the operation being inspected. If inexperienced (e.g. trainees), has the individual been "paired" with a more experienced inspector ?

Observe whether the inspector has the proper equipment for quality assurance purposes (plans, proposal special notes, specification page, carpenter's ruler, thermometers, inspection forms / notebook, etc.). Assess whether items such as high-low thermometers, tachometers, scratch-boards, and straightedges have been supplied by the contractor, or slump cones, air meters, temperature gauges, sieves and sand cones by State DOT/consultant, when needed for quality assurance.

Discuss the steps taken by the inspector when the contractor is not complying with the specifications (generally). For failing test results, such as for concrete slump or air content, what process does the inspector follow before rejecting the material.

Regarding field 'oversight', how often does the Senior Inspector / Resident Engineer / EIC visit the work

operation(s) during the day. What guidance is typically provided?